

# **SCDDSN**

## **PDD Waiver Application**

### **SC/EI USERS' MANUAL**

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Division of Information Technology  
South Carolina Department of Disabilities & Special Needs

Contents

CONTENTS ..... 2

1. OVERVIEW OF THE PDD WAIVER MODULE OF CDSS ..... 3

2. ACCESSING THE PDD WAIVER MODULE ..... 4

    2.1 THE CDSS NAVIGATION MENU ..... 5

3. PDD WAIVER MODULE FUNCTIONALITIES ..... 6

    3.1 PDD WAIVER MODULE MENU ..... 6

    3.2 PDD WAIVER BUDGET WEB PAGE ..... 7

    3.3 VIEWING ENROLLMENT HISTORY ..... 10

    3.4 ADDING BUDGETED SERVICES/UNITS FOR PDD CONSUMERS ..... 11

    3.5 UPDATING UNITS FOR BUDGETED PDD SERVICES ..... 13

    3.6 DELETING PDD BUDGETED SERVICES ..... 14

    3.7 VIEWING PDD DELIVERED SERVICES INFORMATION ..... 15

    3.8 OTHER PDD WAIVER FUNCTIONALITIES ..... 16

4. PDD WAIVER REPORTS ON R2D2 ..... 16

# 1. Overview of the PDD Waiver Module of CDSS

The PDD Waiver Module of CDSS is the latest addition to the Consumer Data Support System (CDSS). Service Coordinators, Early Interventionists, and their supervisors can access this module as a means of entering and tracking the PDD Waiver & State budgets for PDD consumers.

There are a variety of functionalities that are available for SC/EI(s) and their supervisors to use:

- Budgeting web page – users will be going to this page to add and/or update budgeted units for the PDD Case Management service and the PDD Assessment service (Full or Partial). They will also be able to view all the other recorded PDD budget information on their consumers.
- Enrollment History web page – users will be going to this page to view the enrollment history for PDD consumers.
- Delivered Services – users will be going to this page to view budgeted versus actual delivered services costs for PDD consumers.
- R2D2 – a number of PDD related reports will be added to the DDSN reporting listing for use by providers and their staff.

## **2. Accessing the PDD Waiver Module**

The PDD Waiver Module of CDSS is accessed by clicking on the CDSS link on the DDSN Portal web page (please contact your current Provider Security Administrator for userid and/or sign-on instructions if you are a new user of CDSS and do not have an existing web userid).

Upon clicking on the CDSS link, a menu component described as a “tree” menu will appear on the left hand side of the CDSS Home Page. This menu will provide the necessary links that will eventually take you to the PDD Waiver Module of CDSS.

SC/EI's, SC/EI Supervisors, and Provider Level Staff will continue to have the same view of the tree menu that they have always had.

In order to get to the PDD Waiver Module of CDSS, provider staff will need to pick the specific consumer for whom they wish to update and/or view PDD waiver data.

For SC/EI(s) or SC/EI Supervisors, this means clicking on the appropriate consumer name under your caseload (or the caseloads you supervise) from the tree menu.

For other SC/EI provider staff, this means clicking on the Consumer Search link in order to initiate a search that will, in turn, allow you to click on the appropriate consumer for whom you are the SC/EI Provider and for whom you wish to update and/or view PDD waiver data.

Staff assigned the Financial Manager security role will be able to view PDD Budgeting and Delivered Services data for only those consumers for whom they are the current Financial Manager. Staff assigned the Home Board security role will be able to view PDD Budgeting and Delivered Services data for only those consumers for whom they are the current Home Board.

Upon clicking on a consumer's name, the new CDSS Navigation Menu will appear.

## 2.1 The CDSS Navigation Menu

**SC Department of Disabilities & Special Needs**  
Consumer Data Support System (CDSS)

**CDSS Navigation Menu**

Logged on as: Miles, Gloria

Consumer Name:	SSN:	Date Of Birth:	Age:
		04/03/1998	10 years 1 month

**CDSS Navigation Menu**

- CDSS Consumer Menu
- Consumer Assessment and Planning Module
- PDD Waiver Module

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[DDSN Home](#) [DDSN Application Portal](#)  
Best viewed in Internet Explorer at 800x600

### Description:

This page will provide users the ability to maneuver to the major modules of the CDSS application for any consumer chosen by the user on the Consumer Search web page or any consumer chosen by the user through the tree menu links.

### Links:

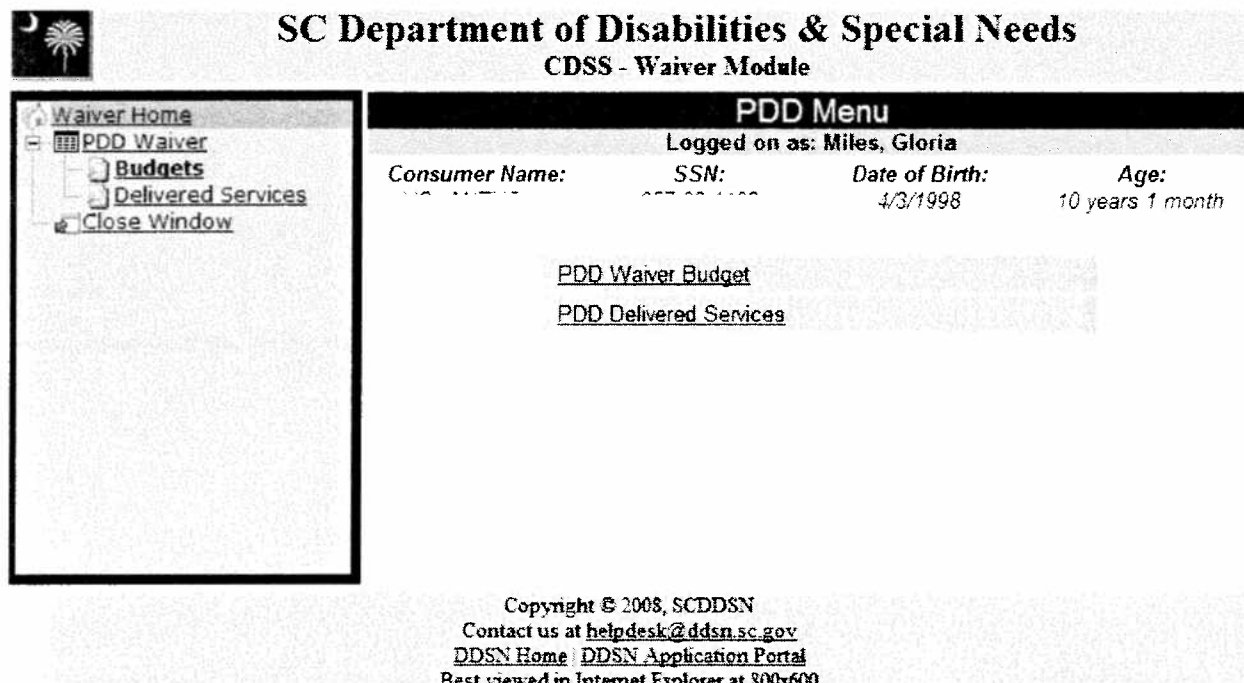
CDSS Consumer Menu → Click on this link if you wish to navigate to the consumer menu consisting of consumer at a glance, demographics, status, history, and Forms web pages. The CDSS consumer menu is displayed in a separate window on top of the CDSS Navigation Menu.

CAP → Click on this link if you wish to navigate to the Consumer Assessment and Planning module(CAP). The CAP menu is displayed in a separate window on top of the CDSS Navigation Menu.

PDD Waiver Module → Click on this link if you wish to navigate to the PDD Waiver Module. The PDD Waiver menu is displayed in a separate window on top of the CDSS Navigation Menu.

## 3. PDD Waiver Module Functionalities

### 3.1 PDD Waiver Module Menu



#### Description:

This page will provide users the ability to maneuver to the major functionalities of the PDD Waiver Module of the CDSS application for any consumer chosen by the user on the Consumer Search web page or any consumer chosen by the user through the tree menu links. The view of the PDD Waiver Menu is determined by the security role of the logged in user. The above view displays all the links that an SC/EI and/or an SC/EI Supervisor will be able to access.

#### Links:

PDD Waiver Budget → Click on this link if you wish to navigate to enter budgeting data and/or if you wish to view Enrollment History for PDD consumers.

PDD Delivered Services → Click on this link if you wish to view PDD Delivered Services for PDD consumers.

## 3.2 PDD Waiver Budget Web Page

**SC Department of Disabilities & Special Needs**  
CDSS - Waiver Module

**PDD Waiver Budget**  
Logged on as: Miles, Gloria

Consumer Name: SSN: Date of Birth: Age:  
4/3/1998 10 years 1 month

[Return to the PDD Menu](#) [View Enrollment History](#)

**First Budget Period: 05/21/2007 - 05/20/2008**  
Locked ☐  
State Funded Program

Program/Service	Service Unit	Cost / Unit	Rate Begin Date	Rate End Date	Budgeted Units	Budgeted Cost
No Services Budgeted						
<a href="#">Click here to add a service.</a>						

Waiver Funded Program

Program / Service	Service Unit	Cost / Unit	Rate Begin Date	Rate End Date	Budgeted Units	Budgeted Cost
EIBI Plan Implementation	Hour	\$60.00	05/21/2007	05/20/2008	72	\$4,320.00
EIBI Lead Therapy	Hour	\$30.00	05/21/2007	05/20/2008	312	\$9,360.00
EIBI Line Therapy	Hour	\$14.00	05/21/2007	05/20/2008	1352	\$18,928.00
<a href="#">Click here to add a service.</a>						

### Description:

This functionality allows users to view or update the budgeted units for each of the Services provided to PDD consumers. SC/EI and SC/EI Supervisors are only allowed to update the budgeted units for the following services: Case Management, EIBI Assessment, or EIBI Partial Assessment. Inquiry capabilities are provided on the budgeted units of all other services.

### Page Layout:

- Upon enrollment of the PDD consumer in a State-funded or a Waiver-funded slot, the correct number of consecutive budget periods will be displayed on the web page; the user will have the ability to work on the consumer's past, current, and future budget, as the need may be.

- Each budget year section includes two program sections (State and Waiver). Initially, the program sections will be blank (i.e. no services are listed under the programs). Each of the program sections will have a link to direct the user to add a service for that particular budget year.
- Each service will have an edit and delete icon/link which will allow the user to update the units and remove the service from the budget, respectively.
- You can add comments for each budget by using the Comments field shown under each budgeting period. As shown below, simply type in your comments and scroll to the bottom of the web page and click on the Save button.

EIBI Lead Therapy	Hour	\$30.00	05/21/2007	05/20/2008	312	\$9,360.00		
EIBI Line Therapy	Hour	\$14.00	05/21/2007	05/20/2008	1352	\$18,928.00		
EIBI Assessment	Annual	\$2,100.00	05/21/2007	05/20/2008	1	\$2,100.00		

[Click here to add a service.](#)

**First Budget Period:**

State Program Total: \$0.00

Waiver Program Total: \$36,357.04

Grand Total: \$36,357.04

**Comments:**

Commenting about first year. My addition.

- For each budgeting period, the page will display the budgeted cost totals for that period.
- A grand total of budgeted costs for all budgeting periods is also displayed at the bottom of the page.
- Please be aware that DDSN Cost Analysis staffs have the ability to lock one or more budgets for any PDD consumer. Cost Analysis staff may lock a consumer's budget to research and correct any incorrect information. For example, if a retro-rate adjustment does not correctly recalculate budgets for a mid-year rate change, Cost Analysis staff may have to lock the budget until corrections are made. A locked budget can be identified by looking at the "Locked" indicator box appearing under the Begin and End Dates for each budgeting period. If the box contains a check mark, the budget has been locked by DDSN Cost Analysis. No adds, edits, or deletions are allowed by users if a budget has been locked.



**Links/Icons/Buttons:**

Return to the PDD Menu → Click on this link if you wish to navigate to the PDD Waiver Menu.

View Enrollment History → Click on this link if you wish to navigate to the PDD Enrollment History web page. The Enrollment History page is displayed in a separate window on top of the PDD Budget web page.


“Click here to add a service” → Click on this link if you wish to add budgeted unit information for a PDD service. The link appears for each section (state and waiver) for each budget. Click the link under the specific budget and section that you wish to work with.

The small paper/pencil icon to the left of the Budgeted Costs column → Click on this icon/link if you wish to change the budgeted units for a PDD service.

The small trashcan icon to the left of the Budgeted Costs column → Click on this icon/link if you wish to remove a PDD service from the consumer's budget.

Save → Click on this button if you have added or updated any budget comments for the consumer.

### 3.3 Viewing Enrollment History



**SC Department of Disabilities & Special Needs**  
CDSS - Waiver Module

**PDD Enrollment History**

Logged on as: Miles, Gloria

Consumer Name: [REDACTED] SSN: [REDACTED] Date of Birth: 4/3/1998 Age: 10 years 1 month

PDD Enrollment History		
Begin Date	End Date	Slot Type
05/21/2007		Waiver

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Best viewed in Internet Explorer at 800x600

#### Description:

This functionality allows users to view the enrollment history of PDD consumers. To get to this web page, go to the PDD Budget web page and click on the "View Enrollment History" link in the upper part of that web page

#### Page Layout:

- The page is displayed in a separate window on top of the PDD Budget web page. Simply click "X" at the top right-hand corner of your web page to close and go back to the Budget web page.

### 3.4 Adding Budgeted Services/Units for PDD Consumers

**SC Department of Disabilities & Special Needs**  
CDSS - Waiver Module

**Add Budgeted PDD Service**

Logged on as: Miles, Gloria

Consumer Name: MILES, Gloria    SSN: 123-45-6789    Date of Birth: 4/3/1998    Age: 10 years 1 month

[Return to Consumer Budget](#)

For Budget Period: 05/21/2007 - 05/20/2008

Funding Source	Program/Service @ Rate (Effective Date)	Budgeted Units
Waiver *	Case Management @ \$137.42 (2007-01-01) *	12 *

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[DDSN Home](#) | [DDSN Application Portal](#)

#### Description:

This page allows users to add or update the budgeted units for a service on a consumer's PDD budget for a particular budget period. Services added through this page will appear on the Budget web page.

#### Page Layout:

- Users must choose a funding source from the provided drop-down list. The drop-down list values will be limited by the consumer's slot history for the selected budget period (e.g. if the consumer has only been in the State program for the selected budget period, only State will appear in the list; however, if the consumer was enrolled in both programs during that period both State and Waiver would appear in the list).
- Users must choose a PDD service from the provided drop-down list. The drop-down list values includes all PDD services and rates effective during the budget period. A service will appear more than one time if a rate change on that service occurred during the budget period. SC/EI(s) and their supervisors can only add Case Management and EIBI Assessments (Full or Partial).

- Users must enter the Budgeted Units. Only whole numbers are allowed.

**Links/Buttons:**

Return to Consumer Budget → Click on this link if you wish to navigate to the PDD Consumer Budget page.

Save → Click on this button if you have added or updated any budgeted services/units for the consumer.

### 3.5 Updating Units for Budgeted PDD Services

**FIRST BUDGET PERIOD: 05/21/2007 - 05/20/2008**

Locked ☐

*State Funded Program*

Program/ Service	Service Unit	Cost / Unit	Rate Begin Date	Rate End Date	Budgeted Units	Budgeted Cost
No Services Budgeted						
<a href="#">Click here to add a service.</a>						

*Waiver Funded Program*

Program / Service	Service Unit	Cost / Unit	Rate Begin Date	Rate End Date	Budgeted Units	Budgeted Cost
EIBI Plan Implementation	Hour	\$60.00	05/21/2007	05/20/2008	72	\$4,320.00
EIBI Lead Therapy	Hour	\$30.00	05/21/2007	05/20/2008	312	\$9,360.00
EIBI Line Therapy	Hour	\$14.00	05/21/2007	05/20/2008	1352	\$18,928.00

[Click here to add a service.](#)

First Budget Period:



## SC Department of Disabilities & Special Needs

CDSS - Waiver Module

Waiver Home

- PDD Waiver
  - Budgets
  - Delivered Services
- Close Window

### Add Budgeted PDD Service

Logged on as: Miles, Gloria

Consumer Name: SSN: Date of Birth: Age:

NO. 45 111-22-1111 4/3/1998 10 years 1 month

[Return to Consumer Budget](#)

For Budget Period: 05/21/2007 - 05/20/2008









Funding Source	Program/Service @ Rate (Effective Date)	Budgeted Units
Waiver *	EIBI Lead Therapy @ \$30.00 (2007-01-01)	* 312 *

[Save](#) [Reset](#)

**Description:**

To update the budgeted units for a PDD service, simply go to the Budget web page and click on the paper/pencil icon (shown in red above) on the same line as the PDD service that you wish to update. The "Add Budgeted PDD Service" web page (see section 3.4 for more details) will appear and you will be able to change the unit amount for the chosen service.

## 3.6 Deleting PDD Budgeted Services

FIRST Budget Period: 05/21/2007 - 05/20/2008							
Locked <input type="checkbox"/>							
<i>State Funded Program</i>							
Program/ Service	Service Unit	Cost / Unit	Rate Begin Date	Rate End Date	Budgeted Units	Budgeted Cost	
No Services Budgeted							
<a href="#">Click here to add a service.</a>							
<i>Waiver Funded Program</i>							
Program / Service	Service Unit	Cost / Unit	Rate Begin Date	Rate End Date	Budgeted Units	Budgeted Cost	
Case Management	Monthly	\$137.42	05/21/2007	05/20/2008	12	\$1,649.04	 
EIBI Plan Implementation	Hour	\$60.00	05/21/2007	05/20/2008	72	\$4,320.00	 
EIBI Lead Therapy	Hour	\$30.00	05/21/2007	05/20/2008	312	\$9,360.00	 
EIBI Line Therapy	Hour	\$14.00	05/21/2007	05/20/2008	1352	\$18,928.00	 
<a href="#">Click here to add a service.</a>							

**Description:**

To delete a PDD service, simply go to the Budget web page and click on the trash can icon (shown in red above) on the same line as the PDD service that you wish to delete. The Budget web page will automatically refresh and the service will no longer be shown as part of the consumer's budget.

### 3.7 Viewing PDD Delivered Services Information

			Total:	\$0.00
Waiver-Funded Program: 05/21/2007- 05/20/2008				
Program / Service	Service Unit	Total Actual Units	Total Actual Cost	
Case Management	Monthly	0.0	\$0.00	
Ⓢ EIBI Plan Implementation	Hour	12.0	\$720.00	
Date of Service	Unit(s)	Cost / Unit	Cost	
12/30/2007	6.0	\$60.00	\$360.00	
01/28/2008	6.0	\$60.00	\$360.00	
EIBI Lead Therapy	Hour	0.0	\$0.00	
EIBI Line Therapy	Hour	0.0	\$0.00	
EIBI Assessment	Annual	0.0	\$0.00	
EIBI Partial Assessment	Hour	0.0	\$0.00	
EIBI Line Therapy Self Direct	Hour	0.0	\$0.00	
			Total:	\$720.00
		Budgeted	Actual	Balance
State Program Total:		\$0.00	\$0.00	\$0.00
Waiver Program Total:		\$36,357.04	\$720.00	\$35,637.04
Total:		\$36,357.04	\$720.00	\$35,637.04

#### Description:

This page allows users to view all the delivered services recorded for a PDD consumer. It also allows users to compare the budgeted totals by program versus actual delivered totals by program for the consumer.

#### Page Layout:

- Delivered/posted services totals are displayed for each budget period.
- Detail information for each service may also be available for display.
- The budgeted totals versus actual totals are displayed for each budget period.
- Users can view both state and waiver funded services for all budgets that have been posted.

**Links/Icons:**

[Return to the PDD Menu](#) → Click on this link if you wish to navigate to the PDD Waiver Menu.

[Question mark icon](#) → A question mark icon will appear on any line where PDD services have been posted. To view the detail line items for each service, click on the question icon to the left of the service. To hide the detail line items, click on the question icon to the left of the service again (above display shows the detail lines expanded).

## 3.8 Other PDD Waiver Functionalities

Please be aware that the PDD Waiver Module of CDSS will also be used by DDSN Waiver Enrollment Coordinators, In-Home Support Staff, and the DDSN's Cost Analysis division. Most of the functionalities used by these users are not available to SC/EI(s) and their supervisors.

Below is a high-level summary of the other functionalities available to other types of users:

- DDSN Waiver Enrollment Coordinators have access to multiple PDD web pages that allow them to maintain the PDD Waiting List and to capture PDD Slot/Enrollment data.
- In-Home Supports Staff have access to the Budget web page and will be using this page to add the following services/units: EIBI Plan Implementation, EIBI Lead Therapy, EIBI Line Therapy, and EIBI Line Therapy Self Direct.
- DDSN Cost Analysis have access to functionality that will allow them to post delivered services for PDD consumers. They will also have access to functionality that will automatically update consumers' budgets when rate changes occur on PDD services.

## 4. PDD Waiver Reports on R2D2

A number of reports detailing PDD Waiver information for PDD consumers will also be available for provider use through the R2D2 Reporting application.

The following is a list of the reports that DDSN providers will be able to access:

- PDD LOC Expiring in 30 Days
- PDD Consumer Enrollment Status
- PDD Waiting List Report
- PDD New Budget Period in Less than 30 Days Report